

County of Roanoke
Capital Improvement Program (CIP) Review Committee
FY2005-2006

Meeting Summary – September 23, 2004

Meeting place: Roanoke County Admin Bldg, 3rd Floor Training Rm

Meeting time: 6:00-8:00pm

Agenda Discussion Items:

- ✓ Introduction of Office of Management & Budget (OMB) Facilitators and Committee Members. All present with the exception of Catawba, Hollins, and Vinton Representatives.
- ✓ Reviewed Committee Goal and Objectives (Tab 1 in Committee Notebook)
- ✓ Discussed information behind Tab 2 in Committee Notebook:
 - The fundamentals of a Capital Improvement Program and the 11 key steps to develop a CIP
 - The qualifications of a CIP defined by the County of Roanoke, and the County's current and proposed capital submittal and adoption processes
- ✓ Reviewed the County's Debt Policy and Outstanding Debt – information found behind Tab 3 of the Committee Notebook. Also reviewed handouts on issued debt, bond issues, and pay-as-you-go purchases.
- ✓ Discussed County mission statement, Project Evaluation Criteria and the FY04-05 Scoring Sheet (Tab 5 in Committee Notebook). Will spend time during 2nd committee meeting reviewing the Scoring Criteria and adjusting as necessary. Committee members are asked to review this and bring thoughts, suggestions, and questions to next meeting for discussion in adopting final Scoring Criteria to be used in ranking the projects.
- ✓ Reviewed FY04-05 Committee recommendations presented to the Board of Supervisors in January, 2004.
- ✓ Reviewed tentative Committee time-line. The goal is to give priority recommendations to Board of Supervisors by Dec 2004 / Jan 2005.

Other Discussion:

Committee members requested comparison data on other counties' debt percentages.

Committee members questioned the authority to run water and sewer lines.

Next Meeting: October 6, 2004 7pm